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Office of the Mayor
City of Seattle
Gregory J. Nickels, Mayor

Executive Order: 02-05
National Incident Management System

An Executive Order formally recognizing the National Incident Management System (NIMS) and adopting the NIMS principles and policies to be used in all domestic incident emergency management activities. This requirement complements those established for departments in the Seattle Disaster Readiness and Response Plan promulgated on September 15, 2003. This Executive Order further directs Emergency Support Function Coordinators to make assigned deliverables in the City NIMS Implementation Plan a part of their respective Disaster Management Committee Work Plans for 2006 and 2007. This Executive Order also requires that, beginning in federal fiscal year 2006, the Department Heads shall be able to certify that they have complied with NIMS as part of their preparedness grant applications.

WHEREAS, it is my goal to make Seattle the most prepared city in America.

WHEREAS, in the last three years, the City has increased significantly its ability to deal with natural, technological, and human-caused disasters.

WHEREAS, the City has strengthened infrastructure; helped businesses and residents to retrofit; participated in national emergency exercises; and ensured that plans include citizens who are vulnerable.

WHEREAS, the Incident Command System (ICS) components of NIMS are already an integral part of various incident management activities throughout the City, including public safety emergency responders' training programs.

WHEREAS, most City Departments have begun to assess their compliance with NIMS.

WHEREAS, the City has benefited from federal terrorism grant assistance since 2001.

WHEREAS, the safety and security of Seattle citizens is best served if the City complies with federal Homeland Security guidelines and thereby assures its eligibility to receive preparedness grant assistance.

NOW, THEREFORE, I, GREGORY J. NICKELS, Seattle Mayor, do formally adopt the National Incident Management System and do order that City Department Heads take the

appropriate steps to ensure the City's compliance with NIMS as outlined by the US Department of Homeland Security and the City's NIMS Implementation Plan. This Executive Order adopts NIMS as the City of Seattle standard for all domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities. This requirement complements those established for departments in the Seattle Disaster Readiness and Response Plan promulgated on September 15, 2003.

FURTHERMORE, all Department Heads are to begin implementation of all applicable NIMS guidance (http://www.fema.gov/pdf/nims/nims_doc_full.pdf). Specifically, departments will incorporate NIMS requirements in all applicable department work products, including: organizational structure and staffing models, complying with the Incident Command System (ICS); emergency management plans, policy, protocol and checklist documents; Emergency Support Function and Incident Annexes to the City's Disaster Readiness and Response Plan; emergency management training, credentialing, exercising, documentation and improvement plans; emergency management equipment, telecommunications, and technology acquisitions and maintenance activities; resource management and mutual aid documentation and administrative activities; and Department of Homeland Security Office of Domestic Preparedness grants, supporting initiatives identified in the City's NIMS Implementation Plan.

FURTHERMORE, the Chief of Police shall ensure timely coordination of interdepartmental efforts in achieving NIMS compliance outlined in the City's NIMS Implementation Plan. Oversight and monitoring of this progress may be delegated to the

Assistant Chief of the Emergency Preparedness Bureau and the Executive Director of Emergency Management and Emergency Management Section staff.

FURTHERMORE, for the federal fiscal year (FFY) ending on September 30, 2005, department heads shall directly support and ensure the completion of NIMS compliance work products that have been mandated by the Department of Homeland Security (DHS), as specified below, thereby enabling the City to become eligible for preparedness grants from DHS for FFY 2006:

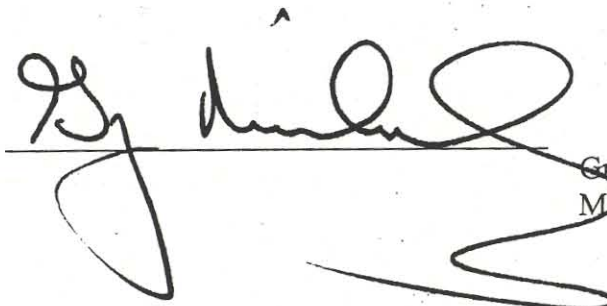
- Ensure completion of the NIMS Awareness Course (IS 700) by all persons assigned duties in the City Emergency Operations Center, City department operating centers, and those designated by departments as first responders. Documentation of course completion, to include certificates awarded by the DHS Emergency Management Institute will be forwarded to the City Personnel Department to be maintained in the appropriate personnel/training records.
- Ensure completion of the National Incident Management System Capability Assessment Support Tool (NIMCAST), and submit the rollup of results to the Washington State Emergency Management Division.
- Ensure completion of a Disaster Management Committee-approved and monitored NIMS Implementation Plan for the City that details work and corresponding assignments and timelines that shall be accomplished by City departments to become fully compliant with NIMS by the end of FFY 2007.

FURTHERMORE, Emergency Support Function Coordinators shall make assigned deliverables in the City NIMS Implementation Plan a part of their respective Disaster Management Committee Work Plans for 2006 and 2007.

FURTHERMORE, beginning in FFY 2006, City Department Heads must be able to certify that they have complied with NIMS as scheduled in the City NIMS Implementation Plan as part of their preparedness grant applications.

Questions regarding this Executive Order may be directed to Assistant Chief Ted Jacoby of the Emergency Preparedness Bureau, Seattle Police Department at (206) 615-0956.

Dated this 6th day of June, 2005.

A handwritten signature in black ink, appearing to read 'Gregory J. Nickels', written over a horizontal line.

Gregory J. Nickels
Mayor, City of Seattle